

## JOHN A. STAHL LIBRARY

# COLLECTION DEVELOPMENT POLICY

### OVERVIEW AND PURPOSE

The John A. Stahl Library is established to serve the community as a resource for information, entertainment, cultural opportunity and educational development, thereby enhancing and enriching the lives of its users. West Point is a city in the northeast corner of Nebraska. According to the 2020 census numbers, the population is 3500.

The John A. Stahl Library provides service to the community of West Point, both adult and juvenile. Its objectives are to meet and exceed all criteria established by the Nebraska Library Commission, to make information available in many formats for recreational needs, to identify groups with special needs and provide materials for their use and to adopt and encourage the use of new technology.

### COLLECTION DEVELOPMENT

As a basis for formulating this materials selection policy, the Library Board endorses the Library Bill of Right, the Freedom to Read and the Freedom to View statements. The appendix of the policy contains copies of these.

Materials are selected to meet the goals of the John A. Stahl Library. Criteria for the selection of any material are value, need, format and availability.

#### NONFICTION

1. Purpose and importance
2. Authority and reputation
3. Accuracy
4. Style, clarity, presentation
5. Access
6. Need
7. Demand
8. Price
9. Format
10. Relationship to other items in collection

#### FICTION

1. Demand
2. Style
3. Creativity, vitality

4. Characterization
5. Literary merit, significance
6. Authenticity
7. Appeal
8. Price
9. Need
10. Relationship to other items in collections

Patron recommendations and requests shall also be taken into consideration.

### RESPONSIBILITY

The final responsibility for material selection rests with the Library Director.

### PARAMETERS OF THE COLLECTION

The library collection includes a variety of formats including but not limited to hardbound books, paperback books, periodicals, newspapers, pamphlets, microfilm, audio books, compact discs, DVD's, mp3 players, games and cake pans cookie cutters, seed library, outdoor games, library passes, downloadable audio books and eBooks.

### EVALUATION OF THE COLLECTION

An annual collection assessment shall be conducted. At this time a review of the collection shall be made. All books in poor condition, duplicate copies and outdated material will be removed from the collection. The final responsibility for material evaluation and possible reacquisition rests with the library director.

### WITHDRAWAL OF MATERIALS

No challenged materials which have been duly selected shall be removed from the library's collection except upon the recommendations of the library director or upon formal action of the library board when a recommendation of the library director is appealed.

#### Procedure

1. A patron challenging any part of the collection should first be offered a copy of the Collection Development Policy to read.
2. If material is still questioned, a copy of the form "Citizen Request for Reconsideration of Library Materials" should be filled out completely by the patron.
3. The library director will review the form and make a reply to the person.
4. If the patron is not satisfied with the reply, he/she should bring the matter to the attention of the board of library trustees, not less than one week prior to the scheduled meeting.

5. The Board of Library Trustees will review the communication, the decision and the issues raised and will respond to the patron when the review process is complete.

The library board has the legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United State Constitution.

*Board approved June 2024*